

## MEMORANDUM OF AGREEMENT

This agreement is made and entered into by and between the Oak Ridge Operations Office and the Office of Scientific and Technical Information, U. S. Department of Energy and the Office and Professional Employees International Union, Local Number 268.

Effective upon signing, Part II, Article 28, of the negotiated agreement between the United States Department of Energy's Oak Ridge Operations Office and the Office of Scientific and Technical Information and the Office and Professional Employees International Union, Local Number 268, AFL, CIO, is amended as follows:

### **Section 1,A,2**

Employees will be able to choose schedules (Variable Week Schedule, Flexitime, or Regular Tour) at the beginning of the first pay period in each month. In emergencies or unforeseen situations, exceptions to this policy must be approved by the supervisor.

### **Section 1, A, 4**

The tour of duty will be from 6 a.m. - 7 p.m. Employees understand the building may not be heated or cooled to their satisfaction outside the hours of 7 a.m. to 6 p.m.

### **Section 1, A, 6**

Upon notification to the supervisor, each employee GS 13 and below will be afforded the opportunity to work up to 2 credit hours per day if there is work (a form will be attached).

### **Section 1,A,6a**

When disagreement arises, the employee contacts the union Shop Chairman and/or Chief Steward who will arrange a meeting with Personnel. If the supervisor has a problem, he/she will contact the Personnel Office and a meeting will be arranged with the Union. If the issue is not resolved, the grievance procedure will prevail.

### **Section 1,A,7**

An employee on a Variable Work Schedule may select any day of the week as their scheduled day off.

### **Section 1,A,9**

Paragraph 9 of this section is amended to include the Variable Work Schedule.

The parties agree that the current contract term is December 1, 1995 through June 1, 1998.  
This Memorandum of Agreement is for the duration of the labor agreement and is in  
settlement of Case Number 97 FSIP 30.

FOR: Department of Energy

FOR: Office and Professional Employees  
International Union, Local 268

*Paul Jago* 4-1-97  
Signature Date

*Phillip Pope* 4-1-97  
Signature Date

*Dana Sawyer* 4-1-97  
Signature Date

*M Dalton Coyne* 4-1-97  
Signature Date

*J Kenneth Wilbur* 4/1/97  
Signature Date

*Dolores L Denny* 4-1-97  
Signature Date